A number of Environmental Dataset Gateway (EDG) Stewards have inquired about ways to document their metadata in order to maximize EDG capabilities. Individuals may be interested in optimizing their records so that they perform well in search or in ensuring that they can find their particular contributions at the EDG. Some recommendations are provided below that may help individuals improve their metadata in general and optimize the content such that it is discovered easily and consistently at the EDG.

- *Optimizing results:* When providing a title & describing your data in your metadata record it is helpful to include both the full name of the data set as well as the data set acronym (where applicable) in the title, abstract and keywords sections of the record. If you include both the full name of the data set and the acronym in your records, it will help ensure that your records show up appropriately for EDG searches. It will also help ensure that different types of users (e.g., those that may use the full name of the data set or those that use the acronym) will find your records more easily.

- *Finding your own records at the EDG:* One of the most useful ways to help users (and you) find your records at the EDG is to include your office name somewhere in the title. This will make it easier for individuals when they find your data and it will help you to be able to select your records from the EDG specifically using search queries. It's also good for overall consistency of EDG content; when people find records at the EDG, it is usually very helpful to see who contributed it in the title somewhere. For best results, the office name should be spelled out consistently, for example "US EPA Region 8". When spelled out consistently from one record to the next, contributors can utilize the term in quotes within a search to find their records at the EDG. This can be combined with the use of various REST outputs to provide links to your records at the EDG.

- *Documenting Online Linkage:* The EDG uses primary and secondary linkages in a specific way. The first, or primary, link in a metadata record is generally interpreted as the link to the data set or resource described by the metadata and the second link is generally interpreted as the link to the supporting website. It is recommended that those who provide downloadable data to the EDG document the primary link such that it links to the data source as opposed to a related program office website. The secondary link should go to the website or other informational URL. This will help ensure that the download, website, and preview buttons all work as one would expect at the EDG. It also aligns with guidance that is being provided by Data.gov folks. As such, it is important that records that are being made available to the public include a primary link that goes to the data set being described, whether that is a service, an ftp site, or a link to an http site where the data can be downloaded.